

TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

Board of Selectmen Meeting Minutes

Friday, December 16, 2011 at 3:00 P.M. Community Room, Town Offices, 25 Bryant Lane

Members Present: Selectwoman Elizabeth Coughlin, Selectman Corliss Lambert, Selectman Robert Jackson,

Members Absent: Selectman Reault, Selectman Allen Curseaden

Staff Present: Town Administrator Michael Gilleberto, and Admin Assistant Therese Gay

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 3:00 PM Open Meeting

The meeting was called to order on a motion by Selectman Jackson, second by Selectman Lambert.

A. Town Accountant Interviews

• 3:00 PM Ms. Catherine Gabriel-Heusser

The Board welcomed Ms Gabriel-Heusser. Ms Gabriel-Heusser gave an overview of her qualifications and her credentials; she is currently the Town Accountant in Wenham, MA and is the chairman of the Merrimack Finance Committee. Ms Heusser is experienced in municipal finances and feels it is important to follow the rules and guidelines. Ms Heusser has initiated cost effective programs and has done some grant writing. Ms Heusser is looking to be employed for the long term. The Board thanked Ms Gabriel-Heusser for coming in.

• 3:45 PM Mr. Arthur Gallagher

The Board welcomed Mr Gallagher. Mr. Gallagher gave an overview of his qualifications and credentials. He has 25 years in municipal government starting as a field auditor for the Dept of Revenue. Mr. Gallagher has total knowledge in municipal laws and enforces M.G.L. He is knowledgeable in municipal budgets and capital budgets. He has integrated payroll from outsource to in house, he has worked with the departments to be able to access their reports, has set up new systems for charter of accounts and how to identify sources of revenues. He is looking for more interesting work. The Board thanked Mr. Gallagher for coming in.

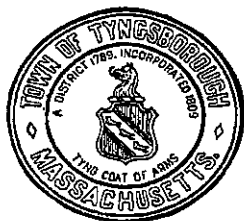
2. Adjournment

The Board voted 3-0 on a motion by Selectman Lambert, second by Selectman Jackson to adjourn the meeting. The meeting adjourned at 4:55 PM

Respectfully Submitted

Therese Gay
Admin Assistant

Approved on March 12, 2012



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1. 3:00 PM Open Meeting

A. Town Accountant Interviews

- **3:00 PM Ms. Catherine Gabriel-Heusser**
- **3:45 PM Mr. Arthur Gallagher**

2. 5:00 PM Adjournment